

**U.S. MARINE CORPS
CIVILIAN HUMAN RESOURCES OFFICE
Camp Smedley D. Butler, Okinawa**

<http://www.mcbbutler.marines.mil/BaseInformation/CivilianHumanResourcesOffice/MLCIHAAnnouncements.aspx>

Announcement No. **71-14**

Date: 7 Oct 14

POSITION VACANCY ANNOUNCEMENT

Eligible employees who are interested in being considered for the following vacant position(s) should submit the required documents listed below to the Japanese National Employment Unit, Civilian Human Resources Office (CHRO), located at bldg. #495(2F), Camp Foster by the closing date. **Incomplete applications will not be processed.** Applications are subject to screening prior to referrals and only individuals selected for interviews will be contacted. Applications will also be accepted by fax (645-7115/comm. 098-970-7115) or by email (chro_jn_empl@usmc.mil). (Up to 10 pages). **Submitted applications will not be returned. For information call 645-3370.**

下記の職に応募を希望する従業員は、**資格条件を確認の上**、下記に指定された必要書類をべ切日までに人事部日本人雇用係（キャンプフォスター建物番号495、2階）に提出して下さい。**不備のある書類は受け付けられません。**書類選考の上、被面接者のみにご連絡致しますのでご了承下さい。提出された応募書類の返却はいたしません。応募はFAX（DSN: 645-7115// 098-970-7115）又はメール（chro_jn_empl@usmc.mil）でも受け付けます。（10枚以内に限りです）。お問い合わせは日本人雇用係（645-3370）までご連絡下さい。

PWO #:100		Position title: Recreation Specialist, #225, BWT-1, Grade-4	
IHA F/T Permanent	Number of position(s): 1	Location: Camp Foster (Custom Shop)	
Organization: MCB Camp S. D. Butler, MCCS Div, Business Operations Br, Retail Sec, Custom Shop			
Area of consideration 募集範囲: Okinawa Wide (MLC/IHAs employed in Okinawa) 沖縄県内にて雇用されている全 MLC/IHA 従業員		Closing date: (提出期限) 16 Oct 14	
Summary of duties: Plans and designs artwork based on customer request for a wide range of uses by the requestor. Creates designs, logos and motifs based on customer input (which at times can be a rough sketch, verbal direction or simply an idea). Utilized manual design skills to create a rough sketch and then utilized computer equipment/software to generate/fabricate end design, logo and/or motifs to meet or exceed customer specifications. Provides customers with input and feedback as to the effectiveness of the designs, color contrasts and arrangement/layout of said work. Works closely with customer which can result in numerous meetings with the customer to ensure desired outcome is met. Digitizes items of moderate to high complexity such as lettering, logo's, decorative designs, emblems, trademarks, etc., via CorelDRAW, Adobe Photoshop, etc., computer program for printing onto T-shirts or engraving into wood, plastic, metal, acrylic, etc. Provides appropriate designs to the silk screening department for printing on to textiles or engraving on to a wide range of materials. Assists in performing sales clerk duties, works with cash register, accepts and handles cash collection from authorized patrons and prepares daily activity reports. Responsible for the orderly operations of the facility ensuring that it is clean and organized. Responsible for assisting in monthly and year end merchandise inventory counts. Performs other related or incidental duties as assigned by the facility manager.			
Qualification Requirements 資格条件 1. Work experience and knowledge in engraving. 2. Ability to use common and special hand tools 3. Work experience and ability to create designs, logos, and motifs based on verbal and written concepts and use CorelDRAW, Adobe Photoshop or similar graphic design software. 4. Acceptable communication skill to take customers' requests accurately, discuss the orders in details, and arrange delivery/pick-up date (LAD-2 and above) 5. Ability to work flexible work schedule to include weekends and holidays for special event			
Work Schedule: Tue-Sat, 10:00 – 19:00			
Required documents 1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 2. Copies of certificates/licenses		必要書類: 1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) & 質問表 2. 免許証・終了証などのコピー	

応募者の皆さまへ、連絡先の携帯番号が非通知拒否設定されている場合、面接等の連絡が取れない場合があります。募集締め切り後、1～2週間程度は非通知拒否設定を解除していただくよう協力をお願いします。